

# Bill Quay Primary School

## Remote Education Plan



Approved by: Governing Body

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# Bill Quay Primary School

## Remote Education Plan

This document sets out our approach to curriculum delivery and implementation of remote education should the following scenarios occur:

- A small number of pupils need to self-isolate
- A class or year group need to isolate
- Teachers need to isolate whilst pupils remain at school
- A local lockdown requiring all pupils and staff to remain at home

Through this plan we aim to:

- Maintain high levels of communication and contact with pupils and their families.
- Continue to support the mental health and wellbeing of the whole school community.
- Set work for pupils that, as far as possible, mirrors the same learning being done in school.
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- Deliver a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- Ensure all pupils are signed up to Google Classroom in September.
- Provide printed resources for those pupils who do not have online access

The plan sets out the following:

1. Roles and Responsibilities
2. Practical Steps
3. Contacts
4. Data Protection
5. Safeguarding
6. Monitoring and Review
7. Links with other Policies

Our Virtual Learning Environment (VLE) is Google Classroom.

## Responsibilities

### Teachers

When providing remote learning, teachers are responsible for:

- Setting a timetable for the week which pupils learning at home can follow.
- Setting work in Maths, English and a range of other subjects for the period of the pupils are absent from school.
- Uploading work to Google Classroom by 10am Monday morning of a new school week.
- Adjusting works set for those pupils with additional SEN needs.
- Sending home reading books for pupils in Rec-Year3.
- In maths, directing pupils and providing links to the White Rose maths site where they will use the video teaching sequences.
- In maths, providing worksheets from the White Rose site if parents/carers cannot print off from home.
- Keeping in touch with parents/carers by Class Dojo at least once per week.
- Contacting home should pupils not engage with home learning (telephone call).
- Using Google Meet to provide access to live lessons in English and phonics.
- Giving feedback to pupils about their work.
- Passing on any safeguarding concerns to the DSL, including, including those about another member of staff doing remote teaching.

### Teaching Assistants

When assisting with remote learning, teaching assistants are responsible for:

- Liaising with the class teacher on how they can support learning. This may be working with a small group of pupils or delivering interventions.
- Supporting the class teacher in preparing worksheets to be sent home if necessary.

### Office Staff

Staff will be responsible for:

- Contacting the parent/carer on the first day of absence, as per the school policy, to ascertain reasons for absence.
- Informing the class teacher of the reasons why pupils are not in school. If the child is ill, then work will not be set.
- Checking with parents/carers that the pupil has access to Google Classroom and is able to print off worksheets etc. If not, informing the class teacher who will then arrange for worksheets to be sent home.

### Subject Heads/SENDCos

Subject leads will be responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Supporting teachers with their subject to ensure all work set is appropriate and consistent.
- Monitoring the remote work set by teachers.
- Alerting teachers to resources they can use to teach their subject remotely.

The SENDCo (Mrs Bone) is responsible for:

- Providing advice to teachers about how they can adjust work set for pupils with SEN, including work linked to the child's IP targets.
- Liaising with parents/carers if necessary.
- Supporting Teaching Assistants in providing interventions or IP work.

### Designated Safeguarding Lead (DSL)

The DSL (Mrs Hilton) is responsible for:

- Continuing to work with external agencies remotely where there are safeguarding concerns in line with Keeping Children Safe in Education (2020) and Working Together to Safeguard Children.
- Providing online safety guidance for parents and carers.
- Continuing to follow our child protection protocols and procedures should a concern be raised.

### Computing Lead

The computing lead (Mrs Dye) is responsible for:

- Liaising with Omnicom to fix issues with systems used to set work.
- Supporting parents and staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Head Teacher.
- Reviewing online safety policies.

## Parents/Carers and Pupils

We expect pupils learning remotely to:

- Complete the work set to the best of their ability.
- Seek help if they need it.

We expect parents/carers to:

- Make the class teacher aware via Dojo if their child is sick and unable to complete work.
- Seek help from the class teacher if they need it.
- Make safe arrangements for work to be collected from school (relative, neighbour etc).

## Governors

Governors are responsible for:

- Monitoring the school's approach to providing remote learning and ensure education remains as high quality as possible.
- Ensuring that remote learning systems are appropriately secure.

## Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes:

- Keeping the device password-protected
- Ensuring the hard drive is encrypted
- Installing antivirus software
- Keeping operating systems up to date

## Links with other policies

This plan is linked to our:

- Behaviour Policy
- Child Protection Policy
- Data Protection Policy
- E-safety Policy